DAPS Electronic Document Management

DOD's Document Solutions Provider
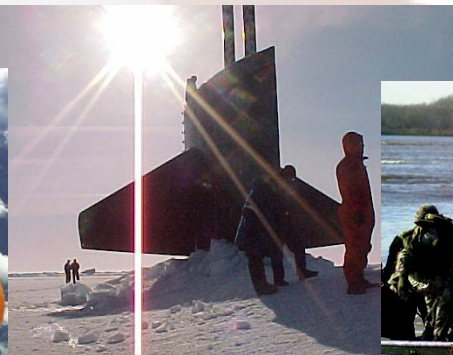
Document Automation & Production Service

DEFENSE LOGISTICS AGENCY
Document Automation & Production Service
CAN DO RIGHT NOW

➢ *Document Solutions Provider – Innovators*

➢ *Can Do Right Now - DAPS is Responsive*

➢ *Exist for the Convenience of Our Customers*

Worldwide Enterprise

➢ Government Organization – Department of Defense

  • Element of the Defense Logistics Agency

➢ 191 Facilities (27 Overseas) / 10 Countries

➢ 1000 Civilian/Contract Employees

➢ 2.5M - 3M Orders Annually - 68% Outsourced

➢ $376M FY05 Annual Sales - 57% Classified or Sensitive

  Services:

  • Traditional Offset Printing
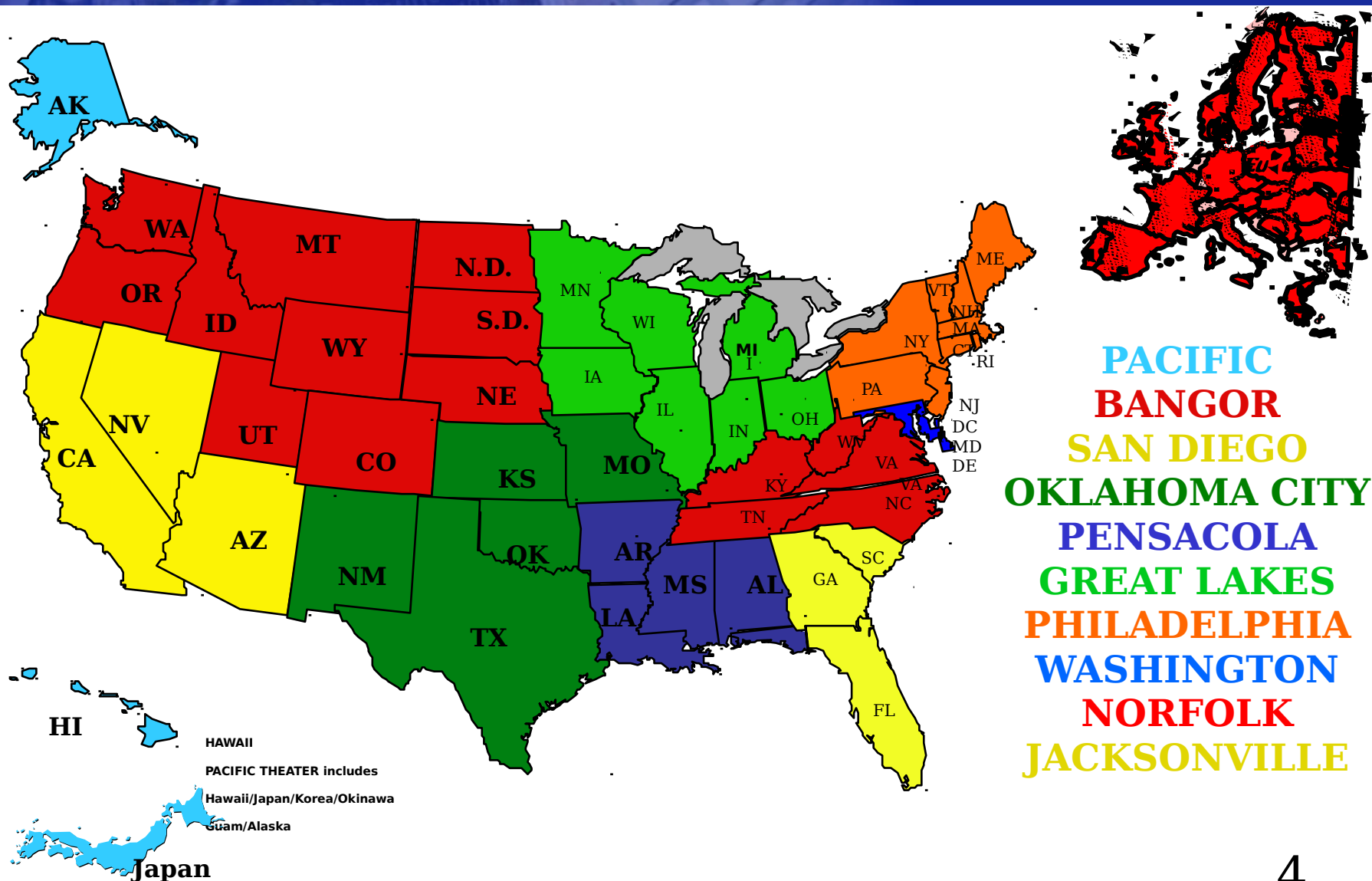
  • On Demand Output

  • On Line Services – Electronic Doc Mgt and

82% of Jobs Required in 24 Hours

**Average 90%+ Customer Satisfaction for past 5 years**

3

DAPS Office Groups

PACIFIC
BANGOR
SAN DIEGO
OKLAHOMA CITY
PENSACOLA
GREAT LAKES
PHILADELPHIA
WASHINGTON
NORFOLK
JACKSONVILLE

HAWAII

PACIFIC THEATER includes

Hawaii/Japan/Korea/Okinawa

Guam/Alaska

4

A New Culture …

Migration of DAPS portfolio of capabilities

➢ A provider of information management capabilities

➢ Embedded with you to clearly understand and respond to requirements

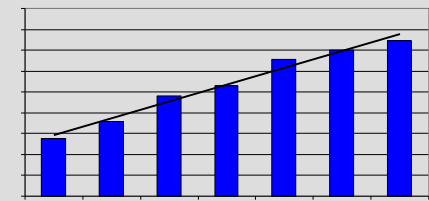➢ Flexible & agile to conform to your demands while leading you to electronic solutions

Online Access

Traditional Bulk Printing

On-Demand Output
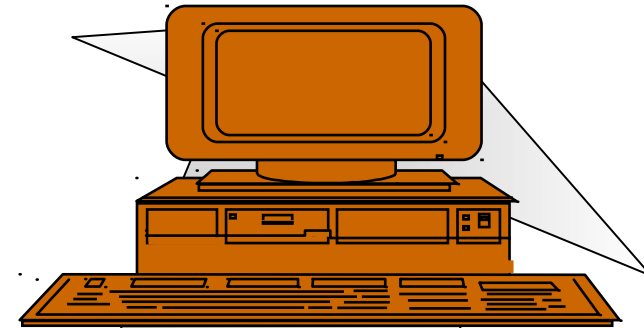
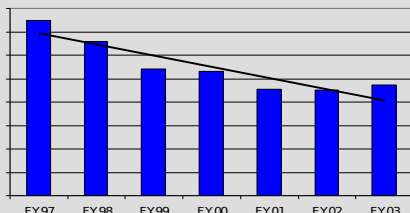| OnLine Access	170% Increase

Equipment Management & Document Automation

Offset Printing	37% Decrease

Government Printing Office

B&W Production	48% Decrease

B&W Workload

5
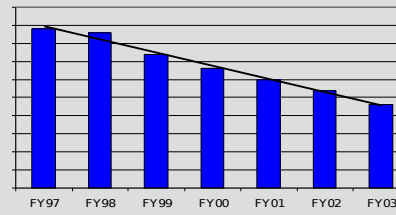
Electronic Document Management

Provides the *solution*
to your information issues

Information is growing exponentially!

It is estimated that mankind has generated over 24 exabytes of information …
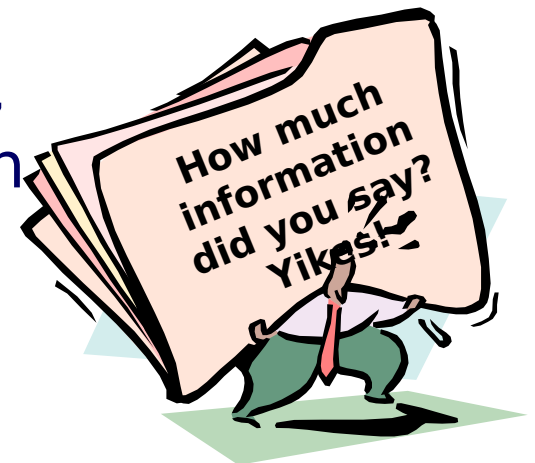
That's 24 million trillion bytes of information!

(10 bytes = one single word) 24 exabytes =

2,400,000,000,000,000,000 words! Unimaginable!

It is also estimated that another 2 exabytes is created each year worldwide [1]; that's another 10 exabytes in just 5 years!

Efficient management of information, i.e. its storage, retrieval and retention, is a major issue for management

(1) Roy Williams, CALTECH, "Data Powers of Ten"

What does the traditional manager do with all this "information" and how does he get to it?

| Stone Tablets | Paper | Microfiche | Tape | Floppy Disks | CDs | DVDs | RAID ... |

➢ **Storage, retrieval and retention using paper, microfiche, floppy disks, tape, CDs, etc. used to be the right answer**
  - Still used in many instances and under some limited conditions, they remain convenient mediums when requirements are very minimal
  - To support these historical mediums, storage and retrieval of information actually evolved into a science for libraries, archives and file rooms

8

➢ Computer systems provided a better answer, but the use of multiple programs on multiple platforms to do similar tasks led to confusion, duplication of effort and increased costs

➢ This is neither an acceptable nor affordable business practice in the 21st century!

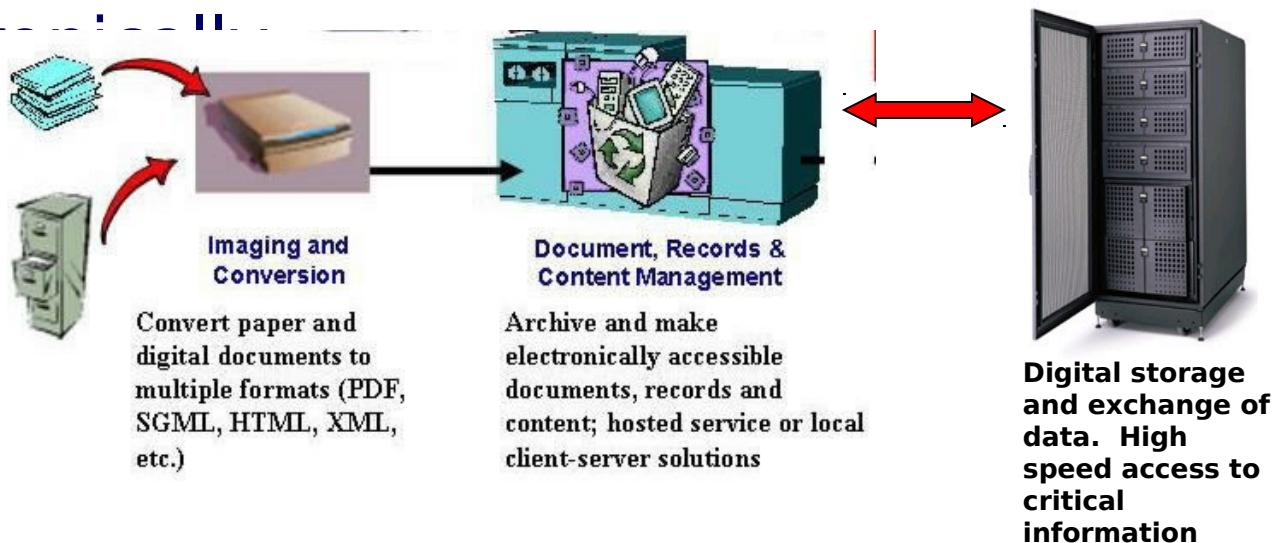So where does the manager go from here?

As the quantity of information and the need to manage that information grows, including the call for quick and accurate retrieval, managers realize they need help.
The most logical solution is to centralize processing and storage, provide web-based retrieval and manage all the information electronically.

Imaging and Conversion

Convert paper and digital documents to multiple formats (PDF, SGML, HTML, XML, etc.)

Document, Records & Content Management

Archive and make electronically accessible documents, records and content; hosted service or local client-server solutions

Digital storage and exchange of data. High speed access to critical information

10

➢ DAPS mission is to be the expert in providing Information Management capabilities to the DOD
- Through our portfolio of EDM solutions, DAPS is able to provide you with a wide-range of options to store, manage, distribute, view, print, retain and dispose of your information electronically
- Following a detailed Needs Assessment, DAPS will provide a detailed report of the findings with a recommended solution based on your requirements
- Solutions are sized to meet business process requirements
  - Departmental to Enterprise-wide solutions
  - Legacy Data Migration
  - Hard copy to digital
  - Digital to digital

11

Enterprise - Custom

Enterprise - Shared

Basic - Department

Scalable

DOD 5015.2 - STD

Center of Excellence Solutions

- Uses industry leading Commercial Off The Shelf (COTS) software
- Center of Excellence (CoE) solutions offer an Application Service Provider (ASP) approach
  - Various solutions available with different capabilities to handle your requirements
  - Tailoring, if needed, ensures the solution meets your requirements
- Allows for pricing efficiencies
- Easy to use web-based solutions allow access to information quickly, securely and accurately
- Partnering with major Government and industry subject matter experts permits a carefully considered approach and timely transition to the solution

13

DEFENSE LOGISTICS AGENCY
Document Automation
& Production Service
CAN DO RIGHT NOW

Benefits of deploying a DAPS EDM solution:

➢ Solutions are ready NOW for your use
➢ Industry partnerships and contractual relationships are already in place
➢ Solutions are tailored to your site and to your requirements
➢ Dramatic decrease in acquisition time
➢ Startup costs and time-to-production are reduced
➢ Accelerate service to your stakeholders and improve the services you render
➢ Provide better security, preservation and control of your information than you may now have
➢ Provide a ready, flexible and scalable system that can manage all of your information … It can grow with you
➢ Technical assistance and management oversight

14

➢ Comprehensive study of your organization's current document management processes to:

- Comprehend the scope of the project (size and complexity)
- Understand your organization's objectives
- Identify "pain" points at all levels
- Understand your technical needs
- Search for efficiency-improvement opportunities
- Data Analysis
- Designing a solution to meet your business objectives
- Prepare a comprehensive report

15

Benefits

➤Detailed report of the findings with a recommended
   solution based on your requirements

➤Conducted by a Certified Document Imaging Architect
   (CDIA+) professional, detailing costs savings of changing
   from your current processes to EDM

➢ Pricing Structure is flexible and inclusive
➢ Operations funding can be used in most instances
➢ If needed, DAPS can acquire Capital funding
➢ Monthly billing based on reimbursement for:
- Purchase of user software licenses
- Maintenance of user software licenses
- Storage Costs (Infrastructure costs, annual maintenance and system support)
  - Actual usage charged on a per Gigabyte basis
- Depreciation reimbursement, if Capital is used

17
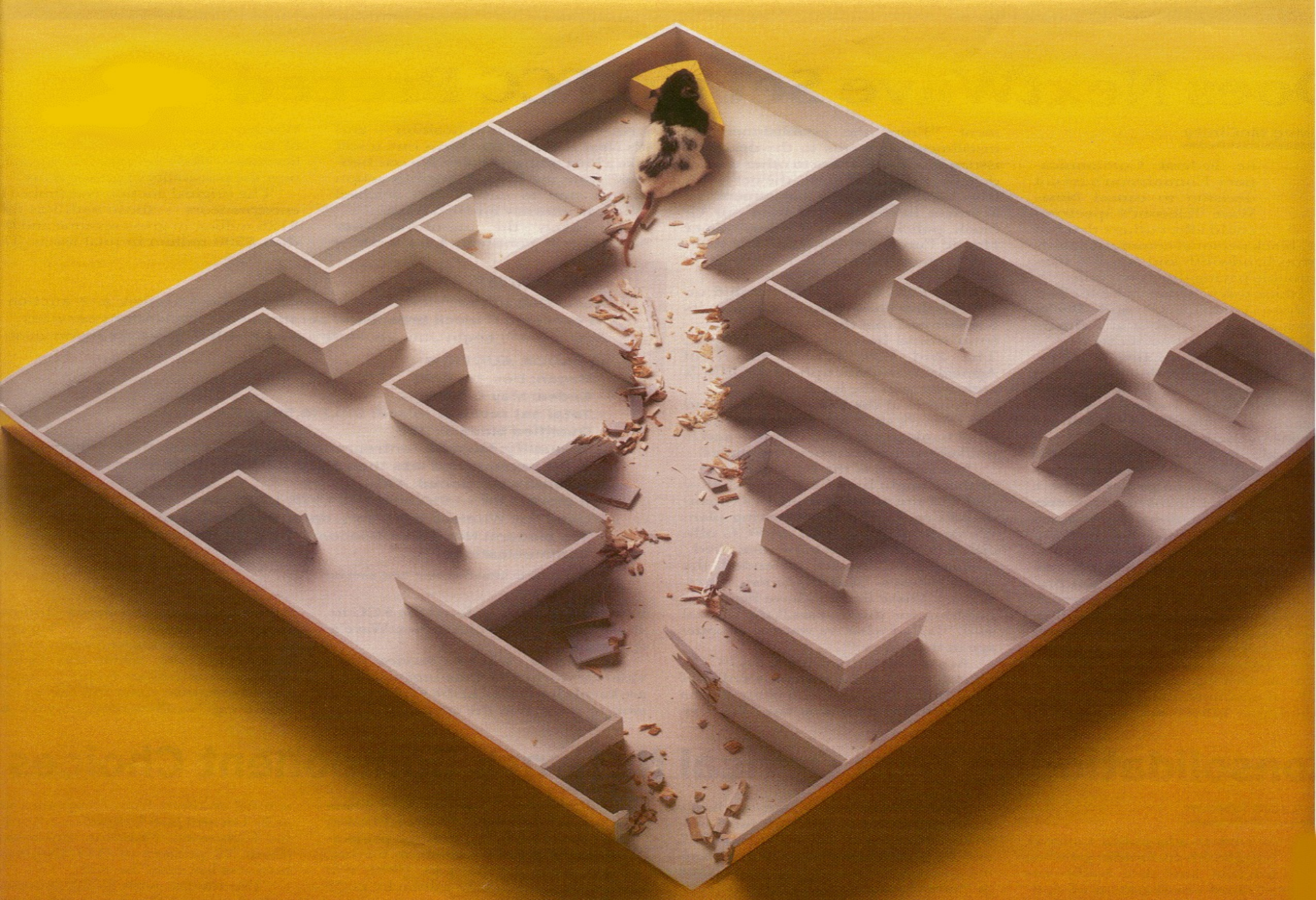
EDM - Finding New Ways to Achieve Goals